

*Embassy of the United States of America
Port of Spain, Trinidad, W.I.*

Career Opportunity

The Embassy of the United States of America is seeking an individual to fill the position of:

MAINTENANCE TECHNICIAN

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration.

**PLEASE GO TO PAGES 2 - 4 OF THIS DOCUMENT FOR
ADDITIONAL INFORMATION.**

STARTING SALARY: TT\$89,134 Basis Annual Salary and
TT\$18,018 Annual Miscellaneous Benefit Allowance. A total of:
TT\$107,152 per annum.

Unsuitable applications will not be acknowledged.

BASIC FUNCTION OF POSITION

This position performs a combination of skilled (journeyman level) and semi-skilled tasks in maintenance and repairs of buildings and equipment at the Embassy and residential quarters.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **EDUCATION:** Completion of elementary level education and vocational school or apprenticeship studies recognized as producing journeyman mechanical skills required.
2. **WORK EXPERIENCE:** At least one (1) year experience at journeyman level in plumbing and mechanical work plus some trade experience in air conditioning, electrical, carpentry, welding, and masonry required.
3. **LANGUAGE PROFICIENCY:** Level I English ability (Rudimentary) reading, writing and speaking required.
4. Must possess a valid driver's license with the ability to drive a pick-up required.
5. Suitable interpersonal skills with the ability to multi-task, a self-driven approach in providing outstanding customer service and easily able to adapt to change in a demanding work environment required.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- A current resume or curriculum vitae along with the following information.
Failure to include the following information will result in an incomplete application:
1. Position Title
 2. Dates Available for Work
 3. First, Middle & Last Names as well as any other names used
 4. Current Address, Day, Evening, and Cell phone numbers
 5. U.S. Citizenship Status (Yes or No) & Status of permanent U.S. Resident (Yes or No; if yes, provide number)
 6. U.S. Social Security Number and/or Identification Number
 7. Eligibility to work in the Country (Yes or No)
 8. Special Accommodations the Mission needs to provide
 9. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
 10. Days available to work
 11. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
 12. U.S. Eligible Family Member and Veterans Hiring Preference
 13. Education
 14. License, Skills, Training, Membership, & Recognition
 15. Language Skills
 16. Work Experience
 17. References

SUBMIT APPLICATION TO

Applications must be submitted no later than close of business June 1, 2015 to:

(Maintenance Technician)
Human Resources Management Office
United States Embassy
15 Queen's Park West
Port of Spain

The U.S Embassy in Port of Spain is an Equal Opportunity Employer

Applicants desirous of acknowledgement of receipt of their application are required to include a duplicate covering letter and a self-addressed stamped envelope with their application.